

Title: Documenting Journal Entries

Control Information

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Owner/Curator	Payton James-Amberg
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Revision History

Revision	Date	Revision Description	Originator
A	2008	Initial Release	Mark Hazelton
B	April 29, 2010	Reaffirmation of procedure	C. H. Horning
C	8/14/2014	Update	Elisa Fairbanks

1.1. Objective:

The objective of this policy is the following:

1. Define the required documentation for a journal entry

1.2. The Required Documentation for a Journal Entry:

1. The bookkeeper will prepare a letter to document the journal entry including the reason for the entry, date of the entry, and the number of the entry.
2. The Executive Director will approve the entry by signing on the letter acknowledging review and approval.
3. The bookkeeper will file journal entry approvals with the other financial records.